AA FORMS

- NAVMC 10274
- RS ENDORSEMENT

ADMINISTRATIVE ACTION (5216)
NAVMC 10274 (REV. 3-93) (EF)
Previous editions will be used
SN: 0109-LF-063-3200 U/I: PADS OF 100

1. ACTION NO.	2. SSIC/FILE NO.
	1336
3. DATE	
20050621	

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.)
SSgt Roy V. Washington
123 45 6789/0193/8411

5. ORGANIZATION AND STATION (Complete address)
Recruiting Station Atlanta
6855 Jimmy Carter Blvd Suite 2600
Norcross, GA 30071

6. VIA (As required)
(1) CO, RS Atl
(2) CO, 6MCD
(3) CG, ERR/MCRD
(4) CG, MCRC

7.
TO: Commandant of the Marine Corps
(MMEA-85)
Headquarters, U.S. Marine Corps
3280 Russell Road
Quantico, VA 22143

8. NATURE OF ACTION/SUBJECT
REQ FOR A TWELVE MONTH EXTENSION ON RECRUITING DUTY

9. COPY TO (As required)
SNM
FILES

10. REFERENCE OR AUTHORITY (If applicable)
(a) MCO P1300.8R

11. ENCLOSURES (If any)

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. Per the References, I am requesting a twelve month extension on station. I will assume the billet as NCOIC of RSS Macon, GA. Dependent of my performance, I wish to extend on this billet while stationed here. My intent is to make a lateral move to apply for the 8412 MOS.

2. The following information is provided:

a. AFADBD: 19980908
b. DCTB: 20020306
c. EAS: 20051114
d. OSCD: 00000000
e. DOR: 20040401

3. I am not currently in receipt of Orders. I will extend/reenlist to accept this extension.

ROY V. WASHINGTON

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

Designed using FormFlow 2.15. HQMC/ARAE May 98

UNITED STATES MARINE CORPS
RECRUITING STATION ATLANTA
6855 JIMMY CARTER BLVD, SUITE 2600
NORCROSS, GEORGIA 30071-1235

1336
ADMIN
22 JUN 05

FIRST ENDORSEMENT on SSgt Washington's AA Form 1336 of 21 Jun 05

From: Commanding Officer, Recruiting Station Atlanta
To: Commandant of the Marine Corps (MMEA-85)
Via: (1) Commanding Officer, Sixth Marine Corps District
(2) Commanding General, Marine Corps Recruit Depot/Eastern Recruiting Region
(3) Commanding General, Marine Corps Recruiting Command

Subj: REQUEST FOR A TWELVE MONTH EXTENSION ON RECRUITING DUTY IN CASE OF STAFF SERGEANT ROY V. WASHINGTON 123 45 6789/0193/8411

Ref: (a) MCO 1300.8R

1. Forwarded, recommending approval.

2. I have observed Staff Sergeant Washington daily for over 2 years and have consistently been impressed with his professionalism and mission accomplishment. I enthusiastically recommend extending this Marine 12 months, this extension will directly contribute to the future success of Recruiting Station Atlanta.

3. The following tour-to-date (TTD) Recruiter Statistics are through the end of May 2005:

NAPR and # of months on production	Pool Attrition	MCRD Attrition	I-IIIA% Contracting/Shipping	Tier I% Contracting/Shipping
2.82	6%	12%	74%	99%
28			72%	98%

4. As per the reference, this extension is in the best interest of the Marine, RS Atlanta, and the Marine Corps.

C. N. HEARD

QUESTIONS

AWARDS

- LM
- MSM
- NMCCM
- NMCAM
- COC

LEGION OF MERIT

- 120 days prior to date of retirement ceremony/separation/terminal leave start date/PCS detachment date
- Commandant of the Marine Corps is the awarding authority
- SOA must be written in paragraph format and will be limited to four pages. Include RS Stats for the RS CO, XO, and SgtMaj.
- Citation must be written in regular capitalization, Times New Roman font, 12 pitch, Portrait style, 24 lines of text, 1” left and right margins.

MERITOROUS SERVICE MEDAL

- 120 days prior to date of retirement ceremony/separation/terminal leave start date/PCS detachment date
- Commanding General, Eastern Recruiting Region is the awarding authority
- SOA must be written in paragraph format and will be limited to three pages. Include RS Stats for the RS CO, XO, OpsO, and SgtMaj
- Citation must be written in regular capitalization, Times New Roman font, 12 pitch, Portrait style, 24 lines of text, 1” left and right margins.

NAVY AND MARINE CORPS COMMENDATION MEDAL

- 30 days prior to date of retirement ceremony/separation/terminal leave start date/PCS detachment date/Recruiting Station All Hands
- Commanding Officer, Sixth Marine Corps District is the awarding authority
- SOA can be written in bullet format or paragraph format and will be limited to two pages
- Citation will be written in all capital letters, Times New Roman font, 9 pitch, Landscape style, 9 ½ lines of text, 1” left and right margins

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL

- 30 days prior to date of retirement ceremony/separation/terminal leave start date/PCS detachment date/Recruiting Station All Hands
- Commanding Officer, Sixth Marine Corps District is the awarding authority
- SOA (to include impact awards) will be written in bullet format and limited to one page
- Citation will be written in all capital letters, Times New Roman font, 9 pitch, Landscape style, 9 ½ lines of text, 1” left and right margins

CERTIFICATE OF COMMENDATION

- 7 working days prior to date of Recruiting Station All Hands
- Commanding Officer, Sixth Marine Corps District is the awarding authority
- Citation will be written in all capital letters, Times New Roman font, 11 pitch, Landscape style, 9 ½ lines of text, 1” left and right margins

IMPORTANT POINTS

- OPENING AND CLOSING PHRASES
- STAT MATRIX
- (1650) POINT OF CONTACT

REFERENCES

- SECNAVINST 1650.1G
- MCO 1650.19J
- DepO 1650.17C
- MARADMIN 203/05

QUESTIONS??????